

**BY ORDER OF THE SECRETARY
OF THE AIR FORCE**

AIR FORCE INSTRUCTION 10-216

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Operations

**EVACUATION OF U.S. CITIZENS AND
DESIGNATED ALIENS FROM
THREATENED AREAS ABROAD**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Department of Defense Directive (DoDD) 3025.14, *Evacuation of US Citizens and Designated Aliens from Threatened Areas Abroad*, Air Force Policy Directive (AFPD) 10-2, *Readiness* and supports AFPD 36-38, *Personnel Readiness Reporting and Accountability*, and Air Force Instruction (AFI) 36-3803, *Personnel Accountability in Conjunction with Natural Disasters or National Emergencies*. It establishes guidance and assigns responsibilities for evacuation of Air Force members, dependents, other U.S. citizens and designated aliens from threatened areas abroad or in anticipation of, or in response to any natural or man-made disaster. It requires all commanders to develop plans for evacuating people from their installations, as well as for receiving and repatriating evacuees. This instruction sets forth evacuation policy for Regular Air Force (RegAF), Air Force Reserve (AFR) and Air National Guard (ANG) personnel. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1) develops personnel policy for the evacuation of U.S. citizens and designated aliens from threatened areas abroad. This publication may be supplemented at any level; all supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, and T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the

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SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: change title from *Evacuating and Repatriating Air Force Family Members and Other U.S. Noncombatants* to *Evacuation of Noncombatants and Designated Aliens from Threatened Areas Abroad*; updates office symbols, adds guidance on Continental United States (CONUS) evacuation.

Chapter 1

RESPONSIBILITIES

1.1. Overview. The Air Force will support evacuation and repatriation operations, as well as assigned Safe Haven locations. This instruction establishes the following responsibilities for Air Force organizations.

1.1.1. The Deputy Chief of Staff for Operations (AF/A3/5):

1.1.1.1. Is the Air Force office of primary responsibility (OPR) for this program.

1.1.2. Ensures overall command, control and status reporting of evacuation operations.

1.1.3. Appoints a member to the Washington Liaison Group to coordinate the execution of evacuation responsibilities.

1.1.4. Measures and reports on the readiness of military forces and the supporting infrastructure to execute evacuations.

1.1.5. Provides air transportation, including theater, strategic, and intra-continental U.S. as well as aeromedical evacuation IAW the mission and priorities assigned by USTRANSCOM.

1.1.6. Responsible for evacuation operations and repatriation planning in coordination with Joint Staff and Geographic/Combatant Commands.

1.2. The Director of Plans and Integration (AF/A1X), Force Support Organization and Readiness (AF/A1XO):

1.2.1. Is the AF/A1 OPR for evacuation operations.

1.2.2. Provides guidance on accounting, tracking, and reporting of personnel throughout the evacuation process.

1.2.3. Monitors accountability and visibility of all AF personnel (military and civilian) during all phases of evacuation to include evacuation to a Safe Haven, IAW Geographical Combatant Commander evacuation plans and policies.

1.2.4. Provides status of Force Support reception and beddown capabilities to support evacuation operations, i.e., providing meals and temporary lodging, according to Geographical Combatant Commander evacuation plans and policies.

1.3. The Director of Civilian Force Management (AF/A1C) provides human resource guidance and entitlement/compensation information to/for Air Force civilians relating to evacuation operations.

1.4. The Director of Military Force Management Policy (AF/A1P) provides personnel program and policy guidance and entitlement/compensation information to/for Air Force members/families, i. e., STOP MOVEMENT.

1.5. The Director of Services, Force Sustainment Division (AF/A1S) will:

1.5.1. Provide guidance on assistance and support to Air Force Family members (military and civilian).

1.5.2. Ensure required Force Support Services/Sustainment capabilities/programs are in-place for evacuation reception and repatriation operations, according to Geographical Combatant Commander evacuation plans and policies.

1.6. The Director of Civil Engineers (AF/A4C) will:

1.6.1. Provide guidance for contingency response planning that includes evacuation considerations.

1.7. The Director of Logistics (AF/A4L):

1.7.1. Is responsible for transportation of personnel/equipment for evacuation operations.

1.7.2. Ensures installation reception and support plans adequately identify support for evacuation, reception and repatriation plans.

1.8. The Director of Personnel Operations (AFPC/DP2) is responsible for: Tracking, accounting, reporting, and ensuring follow-up support is provided. (T-1)

1.9. The Director of Airmen and Family Care (AFPC/DPF):

1.9.1. Is responsible, through Airmen and Family Readiness Centers (A&FRC), for contacting, reporting, and coordinating information and referral for required support. (T-1)

1.9.2. Is responsible for the collection, update, and transmittal of DD Form 2585, Repatriation Processing Center Processing Sheet data. (T-1)

1.10. The Director of Operations, Air Force Services Activity (AFSVA/SVO) is responsible for: Executing Force Support Services/Sustainment capabilities/programs for evacuation operations. (T-1)

1.11. Major Command Director of Operations (MAJCOM/A3/5). MAJCOM A3/5s will:

1.11.1. Prepare plans to support DoDD 3025.14, *Evacuation of US Citizens and Designated Aliens from Threatened Areas Abroad*, DoD Instruction (DoDI) 3001.02, *Personnel Accountability in Conjunction with Natural or Manmade Disasters*, and Joint Publication (JP) 3-68, *Noncombatant Evacuation Operations (NEO)* and this AFI. (T-0)

1.11.2. Ensure all subordinate commanders/units prepare evacuation, reception, and repatriation plans.

1.11.3. Utilize the Automated Repatriation Reporting System (ARRS) or NEO Tracking System (NTS) to identify and track evacuees.

1.12. Installation Commanders (CONUS or non-foreign area (e. g., Hawaii, Alaska, etc.)) (Wing Plans) will:

1.12.1. Determine the need for an evacuation and issue such orders considered necessary to ensure the safety, health, and well-being of personnel and their family members. (T-1)

1.12.2. Tailor evacuation order to meet the specific circumstances. NOTE: Evacuation orders must have a beginning and projected end date. (T-1)

1.12.3. When possible, evacuation orders will be coordinated with tenant units on the installation. (T-1)

1.12.4. Evacuation orders are limited to specific areas or counties in a local area affected by a natural disaster, e.g., tornado, hurricane, floods, earthquakes, etc., and to specific civilian personnel and family members affected by such natural disasters.

1.12.5. Ensure military members are only allowed to draw evacuation benefits if they are escorting others being evacuated. (T-1)

1.12.6. Place military members on TDY or PCS orders, if members are required to move out of a disaster area. NOTE: Verbal evacuation orders are authorized but must be confirmed in writing as soon as possible. (T-1)

1.12.7. Prepare plans to support DoDD 3025.14, *Evacuation of US Citizens and Designated Aliens from Threatened Areas Abroad*, DoD Instruction (DoDI) 3001.02, *Personnel Accountability in Conjunction with Natural or Manmade Disasters*, and Joint Publication (JP) 3-68, *Noncombatant Evacuation Operations (NEO)* and this AFI. (T-0)

1.13. Non-Air Force Organizations. Refer to JP 3-68, *Noncombatant Evacuation Operations (NEO)*, for responsibilities of non-Air Force organizations. (T-0)

Chapter 2

GENERAL PLANS AND POLICIES FOR EVACUATING, RECEIVING AND REPATRIATING NONCOMBATANTS

2.1. Mission of NEO. NEO is defined in JP 3-68, *Noncombatant Evacuation Operations*, an operation whereby noncombatant evacuees are evacuated from a threatened area abroad, which includes areas facing actual or potential danger from natural or manmade disaster, civil unrest, imminent or actual terrorist activities, hostilities, and similar circumstances, that is carried out with the assistance of the Department of Defense. As used by Department of State (DoS), a NEO is an ordered departure from a threatened area abroad that is carried out with the assistance of DoD, as opposed to ordered departures that do not require DoD assistance, but are carried out using commercial or chartered transportation. DoS may declare a NEO based on the nature of the threat or the lack of availability of alternative forms of transportation. Diplomatic or other considerations may make the use of the term “NEO” inadvisable and require the use of the terms for the operation instead. The U.S. Government will consider evacuating HN and OCNs on a case-by-case, space available/reimbursable basis. Although normally considered in connection with hostile action, evacuation may also be conducted in anticipation of, or in response to, any natural or man-made disaster. Due to the nature of NEOs, which may require a broad U.S. Government agency approach, interagency coordination needs to be established early in the planning of the NEO, preferably before the crisis begins, between DoS, DoD, and any other U.S. Government agencies, if involved, to ensure success. Appropriate DoD, Joint Staff, and Air Force offices will be contacted prior to Service-level interagency coordination.

2.2. Repatriation. Repatriation is the procedures through which US citizens are officially processed back into the US following evacuation from overseas. Repatriation is not a part of, but subsequent to a NEO. Commander, US Northern Command (CDRUSNORTHCOM), and Commander, US Pacific Command (CDRUSPACOM) are identified as offices of primary responsibility for repatriation. CDRUSNORTHCOM is responsible for receiving evacuees in the continental US, Alaska, and the US territories within the Caribbean during repatriation. CDRUSPACOM is responsible for receiving evacuees in Hawaii and US territories within the Pacific during repatriation. Air Force installations within these combatant commands (CCMDs) will develop and maintain a plan for use during repatriation as necessary. Installations will use the DoD Form 2585 as directed. (T-1) Instructions for completion are included on the form.

2.3. Evacuation Planning and Processing. In the CONUS, emphasis should be on evacuations for natural and man-made disasters. In overseas areas, include evacuation situations involving political or military conflict. Ensure accountability of personnel as they depart and arrive at the evacuation location, and develop procedures to provide this information to higher headquarters on request.

2.3.1. In cases where the natural or man-made disaster has already occurred, the installation commander will issue an evacuation order only if there remains a continuing, significant threat to the safety or health of a significant percentage of those assigned to the installation or their immediate families, and funds are available to support evacuation entitlements (funding should not impact decisions to evacuate). Additionally, decisions on evacuations must ensure it does not put members at further risk.

2.3.2. Evacuation orders are not to be used solely to create an entitlement to disaster-related benefits. Post-disaster, commanders may consider the availability of other sources of assistance, e.g., Red Cross, Air Force Aid Society, Federal Emergency Management Agency (FEMA), private insurance and government personnel claims assistance, before ordering an evacuation. Evacuation benefits may be used only to pay for evacuation-related costs not covered by other sources of federal funding.

2.3.3. Ensure evacuees understand they are not entitled to receive payments from more than one federal source for the same disaster-related expense. For example, if an evacuee receives FEMA relocation assistance to pay for emergency lodging, that lodging assistance may be deducted from any evacuation lodging assistance provided by the Air Force. Ensure that all requests for payment submitted by evacuated military family members and/or civilian employees contain a statement that they understand they are not entitled to dual federal payments for the same disaster-related expenses; and should they receive payments from another federal agency, such payments will be deducted from any payments made by the Air Force for the same expense.

2.4. Reception Plans and Assistance in CONUS and in Temporary Safe Haven Overseas. Commanders overseas, and those at ports of entry and other CONUS locations, must be ready to respond to requests for help from evacuees. Installations will coordinate with their MAJCOMs/Air Component to determine their reception/repatriation role. MAJCOMs will coordinate with NORTHCOM/J3/5 and the appropriate Air Component to ensure installations plan for reception/repatriation. Coordination with other government agencies (such as the DoS, Department of Health and Human Services, and applicable state offices) may be required to develop reception/repatriation procedures. Appropriate DoD, Joint Staff, and Air Force offices will be contacted prior to Service-level interagency coordination.

DANIEL R. SITTERLY, SES, SAF/MR
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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Department of Defense Directive (DoDD) 3025.14, *Evacuation of U.S. Citizens and Designated Aliens from Threatened Areas Abroad*, 26 February 2013

The Joint Federal Travel Regulation (JFTR)

Department of Defense Instruction (DoDI) 3001.02, *Personnel Accountability in Conjunction with Natural or Manmade Disasters*, 3 May 2010

Joint Publication 3-68, *Noncombatant Evacuation Operations*, 18 November 2015

AFI 10-404, *Base Support and Expeditionary (BAS&E) Site Planning*, 27 August 2015

AFI 10-2501, *Air Force Emergency Management*, 19 April 2016

AFI 33-360, *Publications and Forms Management*, 1 December 2015

AFI 36-3803, *Personnel Accountability in Conjunction with Natural Disasters or National Emergencies*, 21 December 2010

AFI 65-103, *Temporary Duty Orders*, 5 August 2005

AFMAN 33-363, *Management of Records*, 1 March 2008

Prescribed Forms

DD Form 2585, *Repatriation Processing Center Processing Sheet* (1 September 2014)

Adopted Forms

AF Form 847, *Recommendation for Change of Publication* (22 Sep 2009)

Abbreviations and Acronyms

AFPD—Air Force Policy Directive

AFMAN—Air Force Manual

ARRS—Automated Repatriation Reporting System

CCMD—Combatant Command

CONUS—Continental United States

DD Form—Department of Defense Form

DoD—Department of Defense

DODDS—Department of Defense Dependents Schools

DoS—Department of State

FEMA—Federal Emergency Management Agency

HN—Host Nation

MAJCOM—Major Command

NEO—Noncombatant Evacuation Operation

NTS—NEO Tracking System

OCN—Other Country National

OPR—Office of Primary Responsibility

PCS—Permanent Change of Station

Terms

Abroad—In a foreign area; outside the United States, its territories, or possessions. (DoDD 3025.14)

Authorized Departure—Voluntary departure of command-sponsored military dependents, nonessential DoD civilian employees and their families, families of essential DoD civilian employees, and DoDDS staff and faculty to an announced safe haven is encouraged and authorized at government expense, with return also at government expense. These government authorized expenses do not apply to local U.S. citizens who do not have service agreements for return transportation to the United States at government expense. (JP 3-68)

Departure— whether authorized or ordered; may or may not include transportation provided or arranged by the U.S. Government; includes but is not limited to NEO. (DoDD 3025.14)

Evacuation—Withdrawal from a threatened area. Evacuation normally consists of four phases (Departure, Safe Haven reception, Safe Haven support and Return to the Evacuated Area). (DoDD 3025.14)

Noncombatant—U.S. citizens who may be **ordered** to evacuate by competent authority include:

Civilian employees- of U.S. Government agencies and their dependents, except civilian employees of U.S. Government agencies and their dependents who are legal residents in the country concerned but have expressed the willingness to be evacuated.

Military personnel-of the U.S. Military Services specifically designated for evacuation as noncombatants.

Dependents- of members of the U.S. Military Services.

U.S. (and non-U.S.) -citizens who may be **authorized** or **assisted** in evacuation (but not necessarily ordered to evacuate) by competent authority include:

Civilian employees of U.S. Government agencies and their dependents— who are legal residents in the country concerned, but have expressed the willingness to be evacuated.

Private U.S. citizens and their dependents—(Note: Private U.S. citizens cannot be ordered to evacuate.)

Military personnel—and dependents of members of the U.S. Armed Forces outlined in subparagraph a (3) of DoDD 3025.14, short of an ordered evacuation.

Designated others— including dependents of civilian employees of U.S. Government agencies and their dependents, except civilian employees of U.S. Government agencies and their dependents, who are legal residents in the country concerned, but have

expressed the willingness to be evacuated; military personnel of the U.S. Military Services specifically designated for evacuation as noncombatants; and dependents of members of the U.S. Military Services, as prescribed by DoS. (DoDD 3025.14)

NEO— As used by DoS, an ordered departure from a threatened area abroad that is carried out with the assistance of DoD (as opposed to ordered departures that do not require DoD assistance but are carried out using commercial or chartered transportation). DoS may declare a NEO based on the nature of the threat or the lack of availability of alternative forms of transportation. **It is important to note that diplomatic or other considerations may make use of certain terms (such as “NEO”) inadvisable and require the use of other terms instead.** (DoDD 3025.14)

Ordered Departure—Mandatory departure of some or all categories of personnel and dependents (such as military dependents, nonessential DoD civilian employees and their families, families of essential DoD civilian employees, and DoDDS staff and faculty) to designated safe havens is directed by DoS, with implementation of the theater evacuation plan. Historically, DoS accomplishes most ordered evacuations using commercial transportation (scheduled or chartered), without the use of military personnel or assistance. However, DoS may request a DoD-assisted NEO (using DoD organic or chartered transportation assets) based on the nature of the threat or the lack of availability of alternative forms of transportation. (JP 3-68)

Repatriation— Procedure whereby American citizens and their families are officially processed back into the United States subsequent to an evacuation. Evacuees are also provided various services to ensure their well-being and onward movement to their final destination. (DoDD 3025.14)

Safe Haven— Designated area(s) to which noncombatants under the U.S. Government’s responsibility may be evacuated during an emergency. A location within or outside the United States to which noncombatants are authorized to travel for the purpose of temporarily remaining there until they are authorized to return to the location from which evacuated, or until they are authorized to travel to their final destination. Safe Havens are normally designated by DoS, in coordination with DoD. (DoDD 3025.14)

STOP MOVEMENT—DoD issues an order to stop forward movement of military members, their dependents, nonessential DoD civilian employees and their families, families of essential DoD civilian employees, and DoDDS staff and faculty. (JP 3-68)

Threatened Areas— Includes areas facing actual or potential danger from natural or manmade disaster, civil unrest, imminent or actual terrorist activities, hostilities, and similar circumstances, as declared by competent authority. (DoDD 3025.14)